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2 JULY 1957

OFFICE OF PERSONNEL MEMORANDUM NO. 20-950-2

SUBJECT: Civilian Personnel Detailed From Other Government Establishments

REFERENCE: [REDACTED]

## 1. GENERAL

This memorandum prescribes the procedures for the procurement and use of civilian personnel formally detailed from other Federal Government establishments. These procedures are designed to carry out the responsibilities of the Director of Personnel for implementing the policy stated in paragraph 2b(1) of referenced regulation. That regulation charges the Director of Personnel with responsibility for the review and approval of requests for details and of any subsequent requests affecting the status of such details.

## 2. RESPONSIBILITIES

- a. The Chief, Personnel Assignment Division, is responsible for initially ascertaining whether a qualified employee in the Agency is available as a substitute for the requested detail. If it is determined that an appropriate Government establishment will be contacted for procurement of a detail, the Chief, PAD will ensure that the individual requested by the operating component or recommended by the parent organization possesses the requisite qualifications and experience.
- b. The Chief, Records and Services Division, is responsible for the required liaison activities with other Government establishments and for coordination with operating components in connection with the processing and use of detailed personnel. Assistance in any necessary procurement activities and in the formulation of a suitable written agreement with the parent establishment will be provided by the appropriate divisions of the Office of Personnel.

## 3. PROCEDURES

## a. REQUESTS FOR DETAILS

- (1) Upon receipt of a request in the Office of Personnel from an Operating Official, it will be routed to the Chief, Personnel Assignment Division. The request should be in the form of a completed SF-52, Request for Personnel Action, accompanied by a memorandum of justification, prepared as indicated in Sample A attached.
- (2) The Chief, PAD, will determine whether a qualified employee in the Agency is available as a substitute for the requested detail.

DOCUMENT NO. \_\_\_\_\_

NO CHANGE IN CLASS ☐☐ DECLASSIFIED

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- (3) Upon approval by the Chief, PAD, the request will be forwarded to the Chief, Records and Services Division, who will contact the appropriate Government establishment and make the necessary arrangements for the detail to this Agency of a qualified individual.
- (4) Following the determination of an acceptable candidate for the detail by PAD, the Chief, RSD, will arrange for the required medical and security processing and will coordinate the proposed agreement with the Office of the Comptroller and the organizational component involved.

b. SUBSEQUENT PERSONNEL ACTIONS

(1) Extension of Details

If the services of a detailed employee are required for a longer period than the original agreement, the Operating Official should initiate a SF-52, within a reasonable period of time before the expiration date of the detail, requesting extension of the period of service. The SF-52 and a memorandum of justification will be forwarded to the Chief, PAD, for approval. If approval is granted, the Chief, RSD, will negotiate with the parent establishment for the extension of the detail.

(2) Reassignment Within the Agency

In the absence of a prior written agreement, a detailed employee may not be reassigned within the Agency but normally will be returned to his parent establishment when his services are no longer required by the requesting office. Reassignment within the Agency may be considered if there is a demonstrable need consistent with the terms of the original agreement. Requests for such reassignments should be prepared by the Operating Official desiring the employee and forwarded with a memorandum of justification to the Chief, PAD, who will determine the need for such reassignment as in the case of an initial request (paragraph 3a(3)). Upon approval of the request for reassignment by the Chief, PAD, the Chief, RSD, will coordinate it with the parent establishment and with the operating components involved.

(3) Promotion

Under no circumstances should an employee detailed from another Government establishment be promised a promotion by an Agency official. However, recommendations for the promotion of detailed personnel may be forwarded by Operating Officials to the Office of Personnel. The Chief, RSD, will ensure that such recommendations are submitted in conformance with the inter-Agency agreement and are consistent with the criteria and eligibility requirements as established by the rules and regulations of the parent establishment. In the event a detailed employee is promoted, the Chief, RSD, will be responsible for preparing the SF-50, Notification of Personnel Action for record purposes after proper authorization has been received from the parent organization.

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(4) Efficiency Report

- (a) When formal ratings are desired, the performance of detailed personnel will be evaluated in accordance with the regulations, procedures and schedules prescribed by the parent establishment. Descriptions of duties in the Agency, if necessary, will be handled in a secure manner.
- (b) The Chief, RSD, will maintain appropriate individual records and files of current policies and procedures of the parent establishment concerning efficiency reports and will notify the Operating Officials concerned when reports are required, providing guidance and instructions for their preparation.
- (c) Upon receipt of a rating from the Operating Official concerned it will be reviewed by the Chief, PAD, and forwarded to Chief, RSD for transmittal to the parent establishment.
- (d) When a report contains adverse comments, it will be referred to and discussed with the employee being rated in the manner prescribed by the regulations of his parent establishment.

(5) Commendations

- (a) Commendations, letters of appreciation, and special efficiency reports may be forwarded at any time that the detailed employee's service is considered particularly outstanding or when and if, at the time of termination of the detail, recommendations for promotion are made.
- (b) Commendatory reports will be written in sterilized and unclassified language, prepared for the signature of the Director of Personnel, and addressed to the individual concerned. An additional copy should be included for the records of the parent establishment.

4. COVERT DETAILS

The processing of formal details procured for covert activities will be coordinated with the [REDACTED] DD/P and accomplished in accordance with their instructions. Arrangements and reimbursements concerning these covert details will be restricted within the Agency and the parent establishment and handled in a secure manner.

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5. FOREIGN SERVICE TOURS

- a. An employee detailed from another Government organization will not be sent outside the continental limits of the United States except with the permission of the parent establishment and as provided in the written agreement

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negotiated by the Chief, RSD. In the event that subsequent to the initiation of the detail, a requirement is established for the utilization of the individual outside the continental limits of the United States, a memorandum of explanation and justification will be forwarded to the Director of Personnel requesting an amendment of the memorandum of agreement. The Chief, RSD, will so negotiate with the parent establishment.

- b. All overseas service must be compatible with the terms of the agreement unless operational considerations preclude it. The consent of the parent establishment should be obtained in each case for the use of the detailed person not originally specified in the basic agreement.
- c. Detailed personnel of another Government establishment may be authorized, at the discretion of the Agency, certain of the travel, transportation, and allowance entitlements of civilian personnel of the Agency in lieu of the comparable entitlements of the parent service. In such case, the Chief, RSD, will execute a letter of understanding setting forth the authorized entitlements or benefits. This letter will be acknowledged by the individual concerned.


#### 6. TERMINATION OF DETAILS

When it is determined that the services of a detailed employee are no longer required, a memorandum will be submitted to the Director of Personnel advising of the termination of the detail. The Chief, RSD, will arrange the Agency termination procedures and will make the necessary administrative arrangements with the parent establishment for the return of the detailed individual.

#### 7. CORRESPONDENCE, LETTERS OF AGREEMENT, ETC.

Any correspondence emanating from the Office of Personnel covering details will be written for the personal signature of the Director of Personnel.

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Gordon M. Stewart  
Director of Personnel

ATTACHMENT

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